

# Director's Toolkit

## Procedures

### **PURPOSE:**

The purpose of this wellness program is to encourage employees to become more physically active and health conscience. It has been shown with more active life styles enjoy increased cardiovascular health, weight loss, stress reduction and better overall health.

### **REWARDS:**

This program will reward employees that complete \_\_\_\_\_ (ie: six months, 16 weeks) of program requirements by granting (ie: one day, four hours) of administrative leave.

### **REQUIREMENTS:**

To participate in the Wellness Program, you must:

- 1) Talk to your supervisor about your interest in the Wellness Program.  
(The program should not interfere with your normal workday activities)
- 2) Liability Form and Consent Form (forms are included).
- 3) Submit forms to the Wellness Program Coordinator (name and phone)
- 4) Begin your Wellness Program workout during your free time or break or combined break.  
Examples of qualifying exercises:  
**Walking      Aerobic dance      Swimming      Bicycling      Dancing**  
**Cross-country skiing      Running      Jogging      Aquatic exercise**  
**Stair climbing      Elliptical training      Rowing      Weight Lifting**
- 5) Track your physical activity on the Fitness Log and turn in monthly to Wellness Program Coordinator.
- 6) Minimum requirements are that the employee completes (ie: 3 hours/week or 13 hours/month) of physical exercise.

Nutrition program can be included with this plan or at a later date – depending on how simple you want to go

(ie: 3 hrs a week or 13 hrs a month for six months)

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(ie: four hours/1 day of ADMINISTRATIVE LEAVE)